Cambridge IGCSE

CANDIDATE NAME	

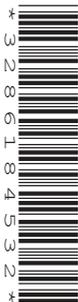|		CANDIDATE	
CENTRE NUMBER		NUMBER	

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/03**

Paper 3 Practical Test **October/November 2014**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **5** printed pages and **3** blank pages.

[Turn over

✓

1   Create a new word processed document.

Make sure your name, Centre number and candidate number will appear on every page of this document.

Save this evidence document in your work area as **N14EVIDENCE** followed by your candidate number. For example, N14EVIDENCE9999. You will need this file later.

2   Locate and download the following files from the website

http://www.hothouse-design.co.uk/tawara-cycles

Place these in your user area:

N14031.jpg
N14032.jpg
N14033.jpg
N14cost.csv
N14invoice.csv
N14roadbike.htm
N14tc.htm
N14title.png
N14type.csv

You are going to prepare a spreadsheet for Tawara Cycles, which will be an invoice to send to a customer. This invoice has 5 items that have been ordered.

The contents of this invoice may change. Make sure your formulae will work if the data changes.

<u>*Display all currency values in dollars with 2 decimal places.*</u>

3   Using a suitable software package, load the file **N14invoice.csv**

Save this file as a spreadsheet.

4   Merge cells A1 to F1 so they become a single cell.

Format the text in this cell so it is a white **16** point serif font. Format this cell so that it is centre aligned and has a dark grey background.

5   Format cells F2 to F6 so that they are right aligned.

6   In cell A9 replace the text *Candidate details here* with your name, Centre number and candidate number.

7   In cell B11 use a function to count the number of item codes in this invoice.

8   In cell B12 use a function to calculate the total number of *Units* in this invoice.

9   Copy the contents of the file **N14type.csv** into cells A30 to B39 of your invoice.

10 Use the cells A31 to B39 to create a named range called **Type**

Show evidence of the creation of this named range in your evidence document.

11 Hide rows 30 to 39.

12   In cell C20 use a formula to look up the type of cycle. Use the first character of the *Item Code* as the single lookup value and the named range *Type* for the array. ✓ ☐

13   In cell D20 use a function to look up the *Unit Cost* of the cycle. Use the *Item Code* as the single lookup value and file **N14cost.csv** for the array. This function must include both absolute and relative referencing and must not include a named range. ☐

14   In cell F20 calculate the total cost for this item. ☐

15   Replicate the formulae entered in steps 12, 13 and 14 for each item. ☐

16   In cell F26 use a function to calculate the sum of the *Item Total* column, which will be the invoice *Sub total* before any discount is applied. ☐

   The company offers discounts to customers based on the number of units they order.

17   In cell F27 use a formula to calculate the discount using the *Sub total*, *Number of units* and the **three** discount rates A, B and C. ☐

   Multiply the *Sub total* by:

   • Discount A if less than 5 units are sold

   • Discount B if between 5 and 19 (inclusive) units are sold

   • Discount C if 20 or more units are sold.

18   In cell F28 use a formula to calculate the *Invoice total* which is the *Sub total* less the *Discount amount*. ☐

19   Apply appropriate formatting to all numeric cells. ☐

20   On the left in the header enter the text **Invoice date**: followed by a space and then the automated date. ☐

   On the right in the header enter the text **Invoice time**: followed by a space and then the automated time.

21   Save and print the spreadsheet showing formulae. Make sure: ☐

   • it is in landscape orientation

   • the row and column headings are displayed

   • the printout fits to two pages wide

   • the contents of all cells (except those hidden in step 11) are fully visible.

22   Print the invoice showing the values. Make sure: ☐

   • the printout fits on a single portrait page

   • the contents of all cells (except those hidden in step 11) are fully visible.

23   The customer has changed one item in the order. Instead of 5 *Roadster 3* cycles, they now require 10. Update the invoice. ☐

24   Save and print the invoice showing the values. Make sure: ☐

   • the printout fits on a single portrait page

   • the contents of all cells (except those hidden in step 11) are fully visible.

Your manager would like to see the effects of changing the discount on this invoice. ✓

25 Change the Discount percentage rates to:

- Discount A   **7%**
- Discount B   **12%**
- Discount C   **18%**

26 Save and print the invoice showing the values. Make sure:

- the printout fits on a single portrait page
- the contents of all cells (except those hidden in step 11) are fully visible.

Tawara Cycles has a website which is currently being updated. The owners have decided that a new stylesheet will be developed and attached to each web page. You will create the stylesheet to meet their requirements.

All colour codes must be in hexadecimal.

27 Create a new stylesheet in a suitable package.

28 Set the stylesheet so that each table has:

- a yellow background colour
- a width of 80% of the window
- navy blue solid borders
- collapsed borders
- external borders of 4 pixels
- internal gridlines of 2 pixels
- cell padding to the top and bottom of 10 pixels
- cell padding to the left and right of 20 pixels
- text centre aligned in all cells.

29 Add the text **Stylesheet for table styles** to your stylesheet as a comment.

30 Add your name, Centre number and candidate number to your stylesheet as a comment.

31 Save your stylesheet as **N14table.css**

32 Place a copy of your stylesheet in your evidence document.

33 Using a suitable software package, open the file **N14tc.htm**

34 Attach the stylesheet saved in step 31 to this web page.

35 Replace the text *Place candidate details here* with your name, Centre number and candidate number.

36 Use the image placed in the left column (the road bike image) to create a hyperlink to a new web page called **roadbike.htm** which will open in a new window called **_road**

✓

37 Create a hyperlink from the text *Click here* so that it sends an email message
to **TC@cie.org.uk** with the subject line **Website Offers**

☐

38 Create a hyperlink from the text **Hothouse Design** to the website
http://www.hothouse-design.co.uk which will open in a new window called **_hothouse**

☐

39 Save the page as **N14tc_worked.htm**

☐

Display the web page in your browser. Place screen shot evidence of this web page
in your evidence document.

Print a copy of the HTML markup.

40 Using a suitable software package, open the file **N14roadbike.htm**

☐

41 Attach the stylesheet saved in step 31 to this web page.

42 Replace the text *Place candidate details* here with your name, Centre number
and candidate number.

☐

43 Set all the text in the right cell of the table as an unordered list.

☐

44 Set all the text in the bottom cell except for the top line as an ordered list.

☐

45 Save the page as **roadbike.htm**

☐

Print a copy of the HTML markup.

46 Save and print your evidence document.

☐

After the examination time, highlight those portions of the markup which show:

- your name, Centre number and candidate number

- the external stylesheet attached to both the web pages

- that the hyperlink from the roadbike image opens the web page **roadbike.htm** in a new
  window called **_road**

- that the hyperlink from the text *Click here* sends an email message to **TC@cie.org.uk** with
  the subject line **Website Offers**

- that the hyperlink from the text **Hothouse Design** opens the web page
  http://www.hothouse-design.co.uk in a new window called **_hothouse**

- the unordered list

- the ordered list.

Write today's date in the box below.

Date

☐

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